

Request for Proposal (RFP)

Ticket Management Platform Morgan County Fair

1. OVERVIEW

The Morgan County Fair is seeking proposals for a ticket management and sales platform to replace the Jubilee system.

- Annual ticket revenue: \$95,000
- Primary use: RMPRA rodeo ticket sales (two rodeos)
Secondary use: Fair attraction and wristband sales
Additional use: Contest participants registration and vendor registration sales

2. TICKETING NEEDS

The platform must support:

Rodeo Tickets

- Online and on-site cash sales
- Multiple ticket type options
- QR tickets and multiple ticket scanning doors at entry
- Interactive seat map with easy navigation
- Promo codes for sponsors
- Ability to collect demographic data of ticket buyers (*preferred but not required*)

Attraction Tickets & Wristbands

- Tickets and/or wristbands for attractions and rides (single day and multi-day)
- On-site sales and redemption tracking

Activities, Contests, & Tournaments

- Participant registration

3. REQUIRED FEATURES

- Online ticket sales (mobile-friendly)
- On-site box office sales
- Mobile scanning (with offline capability preferred)
- Real-time sales and revenue reporting
- Credit/debit card and mobile payments (Venmo, Apple Pay, Google Pay, etc.)
- easy and fast ticket scanning for volunteer use
- Event-day customer support

Request for Proposal (RFP)

- Revenue tracking by event, day, ticket type, and/or attraction
- Exportable reports (CSV, Excel, PDF)

4. IMPLEMENTATION

Vendors should describe:

- Setup and onboarding process
- Implementation timeline
- Training for staff and volunteers
- Event-day support

5. PRICING

Proposals must clearly outline:

- Ticketing and processing fees
- Any setup or monthly fees
- Hardware costs (if applicable)

6. SUBMISSION

- **Submission Deadline:** February 11th, 2026 5pm MST
- **Place of Submission:**
 - **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
 - **Email:** kbecker@morgancountyutah.gov

7. INCOMPLETE or LATE PROPOSALS

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

8. DISCLAIMER

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.